



**Homeland
Security**

August 29, 2008

Mr. Calvin Jenkins
Acting Associate Administrator
Office of Government Contracting
and Business Development
Small Business Administration
Washington, DC 20416

Re: Small Business Procurement Scorecard Plan for FY 2009

Dear Mr. Jenkins:

I am pleased to submit the Department of Homeland Security's Small Business Procurement Scorecard Plan for FY 2009.

DHS is committed to a unified team approach involving senior management, small business specialists, acquisition personnel and program staff to support both critical homeland security missions and meet public policy objectives concerning small business participation in departmental procurements.

Sincerely,

A handwritten signature in cursive script, reading "Kevin Boshears".

Kevin Boshears
Director
Office of Small and Disadvantaged
Business Utilization



Homeland Security

Small Business Procurement Scorecard Plan for FY 2009

Department of Homeland Security

Submitted August 29, 2008

**DHS SMALL BUSINESS PROCUREMENT
SCORECARD PLAN SUBMISSION for FY 2009
TABLE OF CONTENTS**

TAB	CONTENT
1	Implemented a strategic plan to increase the value of competitively awarded contracts to small businesses during the period.
2	Demonstrated top-level Agency commitment to small business contracting during the period.
3	Planned significant events to increase small business participation in the procurement process during the period.
4	Demonstrates that small business data is accurately reported in FPDS-NG during the period.
5	Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans attainment of subcontracting goals during the period.
6	Demonstrated no unjustified bundling has taken place during the period.
7	Planned training to contracting staff/managers in executing small business/socioeconomic procurements during the period.
8	Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.
9	Agency submits all strategic plans and reports that become due to SBA during the reporting period.

August 29, 2008

1. Implemented a strategic plan to increase the number of competitively awarded contracts to small businesses during the period.

In support of the small business acquisition policy (as outlined in DHS Management Directive 0720.1, issued March 1, 2003, the OSDBU established the following strategic plan which is focused on increasing fair opportunities to small businesses to increase the value of competitively awarded contracts.

Activity	Example
Work closely with the Small Business Administration	DHS OSDBU staff and component Small Business Specialists work closely with SBA, as requested. DHS has been a strong supporter of SBA's Business Matchmaking events throughout the country. The Director, OSDBU, participates in the OSDBU Director's Council as well as SBA's Small Business Procurement Advisory Council.
Request that each DHS component identify an individual responsible for the small business program	The Director, OSDBU, provides input on the selection of the Component Small Business Specialists.
Prepare and maintain a small business website	DHS maintains a robust website (www.dhs.gov/openforbusiness) which is current.
Prepare a small business acquisition training program	In addition to the annual small business program training conducted by the DHS OSDBU, the Director (and staff) is available to the DHS components to provide individualized training on specific topics, as requested.
Establish an organizational structure to ensure the impartiality of the component small business function	The component Small Business Specialists are assigned to the Policy Office within the Acquisitions office. They have a direct line to the OSDBU to discuss issues that may come up regarding the small business program.
Prepare small business marketing publications (such as a forecast of contract opportunities on a fiscal year basis)	DHS publishes its annual Forecast of Contract Opportunities in hard-copy and on its website (www.dhs.gov/openforbusiness). The Forecast identifies the acquisition method and small business program that has been determined for each project. In addition to identifying new opportunities, DHS also publishes information on existing contracts for purposes of assisting small businesses track potential opportunities

Activity	Example
Develop an outreach program with monthly sessions and support the Annual OSDDBU Procurement Conference	prior to the completion date of the contract. DHS has a robust outreach program which includes monthly Vendor Outreach Sessions (held locally in the Washington, DC area; and recently expanded to regional areas), participation in small business conferences throughout the U.S., including the annual OSDDBU Procurement Conference (a list of outreach events that DHS OSDDBU has or will attend in FY 2009 will be included with the submission in January 2010).
Establish DHS-wide small business goals resulting from consultations with individual components	The DHS Director, OSDDBU, consults with each component on their annual small business program goals, and monitors the progress made towards the goals. Recognition of achievement is provided during the annual Small Business Program Award Ceremony.
Work with various industry and small business trade associations	DHS OSDDBU is involved with each of the various industry and small business trade associations to ensure their needs are heard and met.
Prepare a strategy in support of OMB's policy to eliminate unnecessary contract bundling and to mitigate the effects of necessary contract bundling	The DHS Small Business Review Form includes a specific area for review of contract bundling. This is now included in the Annual Contract Bundling Report.

2) Demonstrated top-level Agency commitment to small business contracting during the period.

DHS has demonstrated top-level commitment to small business contracting through the **Department of Homeland Security (DHS) Small Business Pledge In Support of President Bush's Small Business Agenda**. This pledge was originally signed by the DHS Under Secretary for Management, DHS Director, OSDDBU, and the Chair, DHS Acquisition Leadership, during the first months after DHS was formulated. Efforts are underway to reissue the Small Business Pledge under the signature of current DHS senior level management. Once signed, this document will be posted on the DHS website (www.dhs.gov/openforbusiness).

Additionally, we will provide copies of public or internal statements made by DHS senior level executives which support, encourage or mandate the award of contracts under socioeconomic procurement preference programs.

DHS will report any awards received from organizations which recognize the OSDDBU's efforts which result in furthering the Department's commitment to include diverse small businesses in its procurement program.

DHS continues to make small business goal achievement a rating element for all acquisition personnel as stated in the Chief Procurement Officer's Performance Goals, under CPO Overarching Goals – Make Good Business Deals.

3) *Planned significant events to increase small business participation in the procurement process during the period.*

DHS OSDBU plans and/or participates in a variety of outreach events throughout the country during the year. These events include:

- Monthly Vendor Outreach Sessions (15-minute, pre-scheduled, one-on-one counseling sessions with DHS or Prime Contractor small business representatives) – 9 sessions will be held in Washington, DC and one session will be held in a regional location where DHS has a buying presence in coordination with a local Procurement Technical Assistance Center (PTAC) in the area.
- Conferences sponsored by congressional representatives, trade associations, other government agencies, and PTAC
- DHS-specific outreach events including but not limited to the annual Industry Day briefings on the acquisition forecast and requirement-specific industry day, SBIR and S&T outreach events and pre-proposal conferences.

4) Demonstrates that small business data is accurately reported in FPDS-NG during the period.

The DHS OSDBU will provide annual small business training for all DHS component Small Business Specialists (SBS) in May 2009. One session included on the training agenda will emphasize the importance of accurate reporting into the FPDS-NG reporting system. The discussion will focus on the possible types of contract vehicles and the corresponding factors involved in how to ensure that each is reported properly.

Under the **Frequently Asked Questions** section of the DHS OSDBU website, www.dhs.gov/openforbusiness, DHS OSDBU has posted a reminder for small businesses to accurately reflect size and socio-economic business status in the critical databases such as CCR, Dynamic Small Business Search, and ORCA, and will update this notice as needed.

The DHS OSDBU will continue to monitor the small business data in FPDS and will distribute its findings to the affected DHS components to act as a "lessons learned" element.

The DHS Chief Procurement Officer will submit the required Certification of FY 2009 Federal Procurement Data Submission to FPDS-NG.

5) Demonstrates that policies and procedures are in place to ensure compliance with subcontracting plans and attainment of subcontracting goals during the period.

The **Homeland Security Acquisition Regulation** at HSAR 52.219-70 and the **Homeland Security Acquisition Manual** at HSAM 3019-7 sets forth the agency's policy for the subcontracting program.

In coordination with the Chief Procurement Officer, the DHS OSDBU will issue an HSAM notice regarding the subcontracting plan review process to be conducted by the Small Business Specialist, Contracting Officer and SBA Procurement Center Representative. The notice will include a Subcontracting Plan Review Checklist for guidance to document the review.

6) Demonstrated no unjustified bundling has taken place during the period.

The DHS OSDBU developed the Department of Homeland Security Small Business Review Form, DHS Form 700-22, which requires coordination and participation from all members of the acquisition team. Items #17 and #19, "Substantial Bundling Review", are completed for all actions of \$2 million or more. To date, the DHS OSDBU has had zero bundling cases. Important to note, the SBA Procurement Center Representative (PCR) is required to review and sign all open market procurements of \$2 million or more when an unrestricted procurement is contemplated, including sole source procurements.

The DHS OSDBU will continue to review FPDS-NG to verify that no actions were incorrectly coded for bundling, and if so, shall take corrective action.

7) Planned training to contracting staff/ managers in executing small business/ socioeconomic procurements during the period.

As a continuation of previous efforts, DHS will continue our plan to provide training in executing small business/socioeconomic procurements. Training will be coordinated with the component Head of Contracting Activity (HCA) and scheduled to occur during the 1st, 2nd and 3rd quarters of FY09.

Training will be offered to contracting staff/managers, small business specialists and program managers in each DHS component. The DHS OSDDBU is currently working with the components to develop the specific topics and schedule as the training will be customized to meet the unique needs of each component and will be a continuation of the training commenced in fiscal year 08. If requested, refresher training of topics previously presented will be provided. In addition, we anticipate the publication of the DHS Small Business Program Handbook which will be used in conjunction with the training. The Handbook will be posted on the DHS intranet as an immediate reference providing detailed procedures to help implement the Small Business Program within the components. Suggested topics for classroom training are as follows:

- Bundling
- Contracting with ANCs
- Contracting with the SBA 8(a) Program
- Goals (Prime & Subcontracting)
- HUBZone Small Business Program
- Mentor-Protégé Program
- Parity
- Price Evaluation for Small Disadvantaged Business Concerns
- Proper FPDS-NG Reporting
- Re-representation
- Role of PCR
- SB Review Form (DHS Form 700-22)/Acquisition Plans
- Service Disabled Veteran-Owned Small Business Program
- Set Asides Using Simplified Acquisition Procedures and GSA/FSS
- Small Business Set-Aside
- Stafford Act (Subcontracting Limitations & Local Set-Asides)
- Subcontracting
- Utilizing EAGLE/First Source contract vehicles vs. Small Business

A copy of the training schedule, signed by the Director, DHS/OSDBU, will be included in the January 2009 Scorecard submission.

8) *Planned to collaborate with SBA on formulation of small business procurement policy initiatives during the period.*

DHS OSDBU will continue to provide assistance to SBA on the formulation of small business procurement policy. In the past 12 months, the DHS OSDBU Director has been involved in meetings with SBA senior management to discuss the following initiatives:

- Parity (among the 3 set-aside programs)
- GSA Schedule buys – increase opportunities for small businesses on GSA schedule
- SBA Scorecard Guidance

DHS OSDBU will continue to support SBA efforts such as:

- 8(a) Partnership Agreement
- Ready Talk (teleconference with SBA field personnel to brief them on the DHS small business program)
- Presentation to SBA PCR's on the DHS small business program and relevant issues of importance to DHS and SBA.

Additionally, the DHS OSDBU Director will continue to serve on the SBPAC, meet periodically with SBA officials, and work on SBA legislative proposals and congressional testimony involving SBA (as needed).

9) *Agency submits all strategic plans and reports that become due to SBA during the reporting period.*

DHS will meet the deadlines for all required strategic plans and annual reports that are due to SBA. DHS intends to submit the following reports:

AGENCY REPORTS/PLANS DUE TO SBA

REPORT NAME	DATE/PERIOD DUE	COMMENT
Small Business Innovation Research (SBIR) Annual Report	March 15th	This report will be submitted by the DHS Science and Technology Division, Office of Small Business Innovation Research (SBIR)
Small Business Technology Transfer (STTR) Annual Report	December 31 st N/A	DHS does not participate in this program
Competitive Demonstration Program Report	January 31 st N/A	DHS does not participate in this program
Annual Report and Fiscal Year 2007 Update for Strategic Plan to Contract with Service-Disabled Veteran-Owned Small Businesses (SDVOSB)	January 31 st	DHS OSDDBU will comply with the submittal date
Annual Contract Bundling Report	January 31 st	DHS OSDDBU will comply with the submittal date
Progress Report on Increasing Opportunities for Women-Owned Small Businesses	August Scorecard (FY 2009 Plan) January 31 st Scorecard (FY 2008 Progress)	DHS OSDDBU will comply with the submittal dates
Corrective Actions to Address Unmet FY 2007 Socio-Economic Goals	January 31 st	DHS OSDDBU will comply with the submittal date